

ALEXANDRIA TOWNSHIP COMMITTEE
2017 Re- Organization Meeting
MINUTES
January 4, 2017

This meeting was advertised in the Hunterdon County Democrat, notice posted in the Alexandria Township Municipal Offices as required by the Open Public Meetings Act.

Called to order by Twp. Administrator/Municipal Clerk Michele Bobrowski at 7:05 PM.

ROLL CALL:

PRESENT: Comm. Garay, Comm. Pfefferle, Comm. Abraham, Attorney Dragan

ABSENT: None

FLAG SALUTE:

- Municipal Clerk Bobrowski administered the Oath of Office to Committeewoman Garay for a 3-year term on the Township Committee.
- Municipal Clerk Bobrowski called for a nomination for Mayor. Comm. Garay made a motion, seconded by Comm. Pfefferle to nominate Comm. Abraham as Mayor for 2017.

Roll Call: Aye: Garay, Pfefferle

Nay: None

Abstain: Abraham

Motion Carried

- Mayor Abraham made the following appointments:
Deputy Mayor – Comm. Pfefferle

Personnel Appointments for each Committee Member:

DPW Oversight & Financial Oversight-Comm. Pfefferle

Board of Health & Environmental Commission.-Comm. Garay

Park & Rec & Personnel Liaison-Mayor Abraham

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve the appointments made by Mayor Abraham for Deputy Mayor and Personnel Appointments.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Motion Carried

VARIOUS APPOINTMENTS BY THE TOWNSHIP COMMITTEE

PLEASE NOTE:

An Electronic Copy of the Employee Manual will be sent to all appointees. Within 60 days appointees must sign the receipt page and return to Clerk as well as attend a Sexual Harassment/Ethics Seminar sponsored by Statewide Insurance Company at a date to be determined. The Municipal Clerk will notify all employees and appointees of seminar date.

COMMISSION/BOARD APPOINTMENTS

| | | |
|--------------------------------|------------------------|--|
| Ag/Open Space..... | Frank Hahola | 1 year term |
| Board of Adjustment..... | Dick Kimsey | 4 year term |
| | Stuart Hutcheson | as a full member- 4 year term |
| Planning Board..... | Bill Fritsche | 4 year term |
| | Jackie Freedman | as a full member and EC Rep. 4 year term |
| | Mike Giannone | as a Class 2 Employee-1 year term |
| | Michele Garay | 1 year Township Committee |
| | R. Christian Pfefferle | 1 year term Mayor Designee |
| | Paul Abraham | 1 year Mayor |
| Environmental Commission | Jackie Freedman | as a full member -3 year term |
| | Frank Guenther | as an Alt. # 2 member -2 year term |
| Park/Rec..... | Brietta Ihling | as a full member-5 year term |
| Perc Test Witness..... | Harry Fuerstenberger | 1 year term |
| | Sonya Sellers | 1 year term |
| Zoning Officer..... | Mike Mullin | 1 year term |
| Representatives to Court..... | Paul Abraham | 1 year term |
| | Chris Pfefferle | 1 year term |

SELF- INSURANCE FUND COMMISSIONER

Michele Bobrowski.....1 year term

PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

Michele Bobrowski1 year term

DOG WARDEN

Animal Control and Investigative Services, by contract

BOARD OF HEALTH

Consisting of 2 Committeeman; Mayor and the Tax Assessor and Physician

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve the above appointments made by Mayor Pfefferle.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

DESIGNATE OFFICIAL NEWSPAPER

Hunterdon County Democrat
Star Ledger – Alternate Daily
Courier News –Alternate Daily
Express Times-Alternate Daily
Trenton Times-Alternate Daily

SET DATE AND TIME FOR 2017 TOWNSHIP COMMITTEE MEETINGS

Second Wednesday of each month at 7:35 PM

2017 HOLIDAY OBERSERVANCES BY THE TOWNSHIP

January 1, 2017-New Year's Day
January 16th-Floating Holiday/Martin Luther King Jr. Day
February 20th-Floating Holiday/President's Day
April 14th-Good Friday
May 29th-Memorial Day
July 4th- 4th of July
September 4th-Labor Day
November 10th-Veteran's Day
November 23rd-Thanksgiving
November 24th-Day after Thanksgiving
December 25th-Christmas
December 26th-Day after Christmas

BANKS FOR DEPOSITORIES

Fulton Bank
Bank of America
TD Bank
PNC Bank
Riegel Federal Credit Union
Northfield Bank

Investors Bank

LOCATION FOR POSTING NOTICES

Alexandria Township Municipal Office and Official Township website:

www.alexandriagov.nj

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve the above as read by Mayor Abraham.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve the Annual Resolutions numbered 2017-001 to 2017-012.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

ANNUAL RESOLUTIONS

- Resolution 2017-001 Open Public Meetings Act *
- Resolution 2017-002 Official Newspaper *
- Resolution 2017-003 Notice of Meeting *
- Resolution 2017-004 Social Security Agent *
- Resolution 2017-005 Assessment Search Agent *
- Resolution 2017-006 Tax Collector's Refund Policy *
- Resolution 2017-007 Interest Rates on Delinquent Taxes *
- Resolution 2017-008 Grace Period for Taxes *
- Resolution 2017-009 Filing of Appeals *
- Resolution 2017-010 Cash Management Plan *
- Resolution 2017-011 Drug Free Work Place *
- Resolution 2017-012 Civil Rights Policy *

**Consent Agenda*

All items listed with an asterisk "" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence On the agenda.*

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**RESOLUTION 2017-001 FOR ALEXANDRIA TOWNSHIP,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY
RE: OPEN PUBLIC MEETINGS ACT**

-1-

WHEREAS, the Open Public Meetings Act (N.J.S. 10:4-6 et seq. hereinafter the "Act" provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. Regular meetings of the Township Committee shall be held during the 2017 calendar year on the second Wednesday of each month immediately following the Alexandria Township Board of Health meeting at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey, unless rescheduled in conformity with the said Act, provided that any such meetings which fall on a New Jersey legal holiday shall be rescheduled to the next regular business day at the same time and place.

2. The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48 hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:

a. The **Hunterdon County Democrat** which is hereby determined to be the newspaper, which has the greatest likelihood of informing the public within this municipality of meetings of this public body.

3. The following newspaper is hereby designated as an alternate newspaper to receive any of the notices described in paragraph 2 above in the event that either of the newspapers designated in paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules;

a. The **Star Ledger** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

b. The **Express Times** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

c. The **Trenton Times** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

d. The **Courier News** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

4. The following fees are hereby fixed to cover the costs of providing and mailing to a person requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such persons:

OPEN PUBLIC MEETINGS ACT

-2-

a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or rescheduled or emergency meeting of this body, **the sum of \$1.00.**

b. To receive written advance notice of all of the meetings of this public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 2017, **the sum of \$50.00.**

5. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meetings Act. (R.S. 10:4-12).

a. The fee to receive by mail or in person, any one copy of any official minutes of any regular or special open meeting or any revision thereto shall be **the sum of \$3.00.**

b. The fee to receive by mail or in person one copy of all the official minutes of all of the regular and special meetings of this public body shall be **the sum of \$75.00 per year.**

6. Copies of the attached Annual Notice shall be provided as follows:

- a. Posted and maintained throughout the calendar year on the public bulletin board, at the Township Municipal offices, located at 242 Little York-Mt. Pleasant Road, Milford, NJ 08848
 - b. Mailed or hand delivered to the newspapers designated in Paragraph 2 hereof.
 - c. Posted on the Township website: www.alexandrianj.gov
 - d. Filed with the Clerk of the Municipality.
 - e. Mailed or hand delivered to any person so requesting in accordance with Paragraph 4 hereof.
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**RESOLUTION 2017-002 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY,
DESIGNATING THE OFFICIAL NEWSPAPER FOR 2017**

BE IT RESOLVED that *The Hunterdon County Democrat*, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Township of Alexandria pursuant to N.J.S. 40:53-1, for publication of all official notices required by law during the calendar year 2017.

**RESOLUTION 2017-003 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY, ANNUAL NOTICE OF REGULAR
MEETINGS FOR THE ALEXANDRIA TOWNSHIP COMMITTEE**

PLEASE TAKE NOTICE that the regular meetings of the Alexandria Township Committee shall be held during the 2017 calendar year on the second Wednesday of each month, immediately following the Alexandria Township Board of Health Meeting at 7:30 PM, at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848, unless rescheduled in conformity with the Open Public Meetings Act.

**RESOLUTION 2017-004 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFIED SOCIAL SECURITY
AGENT FOR 2017**

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving moneys and preparing the necessary forms for Social Security and pensions for employees for the Township of Alexandria;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Alexandria appoints: **Chris Hart, C.F.O.** as certified agent to prepare all necessary forms for Social Security and pension payments is hereby confirmed, and he shall be authorized to receive payments on behalf of the Township of Alexandria for both the State of New Jersey and the Federal Government during the calendar year 2017.

**RESOLUTION 2017-005 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO DESIGNATE A CERTIFIED AGENT FOR TAX AND
ASSESSMENT SEARCHES FOR 2017**

WHEREAS, N.J.S.A. 54:5-11 requires that the governing body of a Municipality designate by Resolution a bonded official of the Municipality to certify Tax and Assessment Searches for all other unpaid Municipal liens and;

WHEREAS, (State Law) further requires that a salary be paid to such person or persons for services rendered in connection with such searches;

NOW, THEREFORE BE IT RESOLVED THAT

1. Donna Griffiths, Township Tax Collector, be, and is hereby designated to certify Tax Searches for the Township of Alexandria during the year 2017.

2. Donna Griffiths, Township Tax Collector, be, and is hereby designated to certify Assessment Searches for all other unpaid liens for the Township of Alexandria during the year 2017.

**RESOLUTION 2017-006 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR'S 2017 REFUND POLICY**

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than ten dollars (\$10.00); and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than ten dollars (\$10.00)

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Tax Collector, Township Finance Officer and Township Auditor.

**RESOLUTION 2017-007 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FIXING INTEREST RATES
ON DELINQUENT TAXES FOR CALENDAR YEAR 2017**

BE IT RESOLVED that pursuant to N.J.S.A. 54:4-67, the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes at the rate of eight (8%) per cent per annum on the first One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency and eighteen (18%) per cent per annum on any amount in excess of One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the fiscal year, the tax collector shall also collect a penalty of six (6%) per cent of the amount of the delinquency in excess of Ten Thousand (\$10,000.00) Dollars.

BE IT FURTHER RESOLVED, that the Municipal Clerk will provide a certified copy of this resolution to the Tax Collector.

**RESOLUTION 2017-008 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO ALLOW A GRACE PERIOD FOR PAYMENT OF
PROPERTY TAXES FOR 2017**

WHEREAS, there exists in the Township of Alexandria, Hunterdon County, the practice by the Tax Collector of the Township allowing the taxpayers of the Township a ten-day “grace period” after the quarterly due date for payment of real property taxes; and

WHEREAS, this practice frequently results in payments without interest for the first ten days and/or questions and disputes regarding same; and,

WHEREAS, the annual audit of the Township finances has resulted in a recommendation that the Statutes relative to collection of delinquent taxes be strictly enforced;

NOW, THEREFORE BE IT RESOLVED, that the Township Tax Collector be, and is hereby directed;

1. To allow a ten-day grace period for the payment of real property taxes;
 2. If payment shall be made within said period of time no interest shall be required to be paid;
 3. If payment shall be made after said period of time, interest shall be paid on the amount of tax due from the first day of the month.
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**RESOLUTION 2017-009 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY AUTHORIZING FILING OF
STIPULATIONS AND CORRECTIVE APPEALS BY ASSESSOR
DURING THE CALENDAR YEAR 2017**

WHEREAS, the Township Committee of the Township of Alexandria has been informed that from time to time errors are made in computing the tax assessments, and

WHEREAS, the Tax Assessor of the Township of Alexandria has requested the Township Committee to authorize her to file corrections of such errors with the Hunterdon County Board of Taxation, and

WHEREAS, the Tax Assessor of the Township of Alexandria is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that the Tax Assessor of the Township of Alexandria be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Township of Alexandria before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Alexandria, which she feels are proper and in the best interest of the municipality.

**RESOLUTION 2017-010 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY STIPULATING THE CASH MANAGEMENT PLAN FOR THE YEAR
2017**

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A.; 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies,

BE IT RESOLVED that the following Cash Management Plan be adopted by the Township of Alexandria thereafter "Municipality",

A. DESIGNATION OF OFFICIAL DEPOSITORIES

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

- Fulton Bank of New Jersey
- Northfield Bank
- Bank of America
- PNC Bank
- TD Bank
- Riegel Federal Credit Union
- Investors Bank

2. Designated Official Depositories are required to submit to the Chief Financial Officer of this municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act, notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.

3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

2. Capital and debt service funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for the availability of funds for investment.

3. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Municipality may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C. 17:9-44).

1. All designated depositories must conform to all applicable State Statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible FDIC and or FSLIC coverage of all Municipal Assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investment of the Municipality, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent (100%) of all deposits and investments.

E. REPORTING PROCEDURES

The Chief Financial Officer shall prepare for the Municipal Governing Body the following investment reports:

1. Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times required by the auditors.

F. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State governments.

G. INVESTMENT PROCEDURES

1. Bids for Certificates of Deposit and Repurchase Agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.
2. Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.
3. The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid on maturity.
4. Interest paid shall be from the date the bid was awarded to the day of maturity.
5. All bidders may request the results of the bid after the bid is formally awarded.
6. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.
7. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturity and rates. A bid form of the Municipality may be used.
8. The Chief Financial Officer is authorized to invest and reinvest funds of the various accounts of this municipality without formal resolution of this governing body for each investment or turnover of funds, provided that investments are made at the highest available rate of interest consistent with applicable laws and regulations.

H. CONTROLS

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping, only specifically designated personnel of the department of finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

2017 CASH MANAGEMENT PLAN

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I. BONDING

The following official shall be covered by security bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

- Municipal Tax Collector

The Chief Financial Officer and Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a public employees' faithful performance bond in the minimum amount of \$5,000.00

J. COMPLIANCE

The Cash Management Plan of the Municipality shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

RESOLUTION 2017-011 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO ADOPT A DRUG-FREE WORKPLACE POLICY FOR 2017

The following policy is adopted in order to provide a drug-free workplace environment within the Township of Alexandria:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on township grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Township Clerk shall establish a drug-awareness program, including distribution to each employee of this policy statement.
3. The employee shall notify the Township Clerk in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The Township Clerk shall in turn immediately send notification to the Township Committee.
4. The Township Committee shall take one of the following actions, within 30 calendar days of receiving notice under paragraph 3, with respect to any

employee who is so convicted;

- Taking appropriate personnel action against such an employee, up to and including termination; or
- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

**RESOLUTION 2017-012 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A CIVIL RIGHTS POLICY AND A
POLICY AGAINST DISCRIMINATION WITH
RESPECT TO HIRING AND EMPLOYMENT OF TOWNSHIP EMPLOYEES**

WHEREAS, the Township of Alexandria finds and declares that the practices of discrimination against the inhabitants of this municipality and of the State of New Jersey because of race, creed, color, national origin, ancestry, age, sex or marital status are a matter of concern to the government of this municipality, and that such discrimination threatens not only the rights and proper privileges of the inhabitants of this municipality and of the State of New Jersey, but menaces the institutions and foundations of a free democratic state; and

WHEREAS, all persons should have the opportunity to obtain employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status, subject only to conditions and limitations applicable alike to all persons;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that:

1. Alexandria Township is an equal opportunity employer.
2. Alexandria Township shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, ancestry, age, sex, or marital status.
3. All employees of Alexandria Township shall be treated equally during employment without regard to their race, creed, color, national origin, ancestry, age, sex or marital status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
4. Alexandria Township, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of said Township, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status.

5. All of the provisions of this resolution shall be construed to prohibit any unlawful discrimination against any person because of the physical handicap of such person or any unlawful employment practice against such person unless the nature and extent of the handicap reasonably precludes the performance of the particular employment.

6. The Township Clerk is herein designated as the official designated to oversee and insure compliance with the Civil Rights policy as herein established.

INSURANCE

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Insurance Resolutions numbered 2017-013 and 2017-014.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

RESOLUTION 2017-013 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING FUND COMMISSIONER FOR THE STATEWIDE INSURANCE FUND

WHEREAS, Alexandria Township (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the that Michele Bobrowski is hereby appointed as the Fund Commissioner for the Local Unit for the year 2017; and

BE IT FURTHER RESOLVED that Chris Hart is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2017; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

**RESOLUTION 2017-014 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE
OF NEW JERSEY APPOINTING RISK MANAGEMENT CONSULTANT**

WHEREAS, Alexandria Township (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

- 1.) The Alexandria Township Committee hereby appoints, John T. Groendyke of Groendyke Associates as its local Risk Management Consultant.
- 2.) The Mayor (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2017 in the form attached hereto.

PROFESSIONAL SERVICES

- **The Township Committee makes the following appointments:**

Engineer –Christian M. Kastrud, PE, CME

Auditor – William Colantano, CPA

Planner – David Banisch, of Banisch & Associates

Bond Counsel – Anthony Pannella, Esq., Wilentz, Goldman, Spitzer

Municipal Attorney – Sharon Dragan, Esq., Mason, Griffin & Pierson

Tax Appeal Attorney- Martin Allen, Esq. DiFrancescoBateman

Board of Adjustment-William J. Gianos, Gianos & Phillips, LLC

Special COAH Counsel-Jonathan E. Drill, Esq.

Labor Counsel-Matthew J. Giacobbe Esq., Cleary, Giacobbe, Alfieri, Jacobs, LLC

Litigation Attorney-Joe Tauriello, Esq. Mason, Griffin & Pierson

Resolution 2017-015 Professional Services for 2017

Resolution 2017-016 Appointing Township Planner

Resolution 2017-017 Appointing Township Engineer

Resolution 2017-020 Appointing Township Attorney

Resolution 2017-021 Appointing Township Tax Attorney

Resolution 2017-022 Appointing Township Auditor

Resolution 2017-023 Appointing Special COAH Counsel

Resolution 2017-025 Appointing Bond Counsel

Resolution 2017-026 Appointing Labor Attorney

Resolution 2017-030 Appointing Litigation Counsel

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Professional Service Resolutions numbered 2017-015, 2017-016, 2017-017, 2017-020, 2017-021, 2017-022, 2017-023, 2017-025, 2017-026 and 2017-030.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

RESOLUTION 2017-015 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING CONTRACTS FOR PROFESSIONAL SERVICES FOR 2017

WHEREAS, there exists a need for the retention of the following professional services to render professional advice and services to the Township of Alexandria on municipal issues, and as otherwise may be directed by the Committee, and pursuant to the provisions of N.J.S.A. 19:44A-20.5:

- 1) Professional Planner;
- 2) Professional Engineer;
- 3) Auditor;
- 4) Bond Counsel;
- 5) Township Attorney

WHEREAS, the Township Committee has determined and certified in writing that the value of each contract will exceed \$17,500 based upon historical information from the 2017 calendar year; and

WHEREAS, the anticipated term of each contract is one (1) year(s); and

WHEREAS, the professionals listed below have submitted a proposal indicating they will provide the services at hourly rates as submitted; and

WHEREAS, the professionals listed below have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township in the previous one year, and that the contract will prohibit the below named professionals from making any reportable contributions through the term of the contract; and

WHEREAS, funds for said contracts are available in the appropriation to the Township of Alexandria, and have been certified by the Local Finance Officer, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED on this 4th day of January 2017, by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

A. The Mayor and Township Clerk of the Township of Alexandria are hereby authorized and directed to execute the professional services agreement with the following professionals:

- 1) Professional Planner: David Banisch of Banisch & Associates
- 2) Professional Engineer: Christian M. Kastrud, Kastrud Engineering, LLC.
- 3) Auditor: William Colantano, Jr., C.P.A., P.C. with Bedard, Kurowicki & Co., CPA's, PC
- 4) Bond Counsel: Anthony Pannella, Esq. of Wilentz, Goldman & Spitzer
- 5) Sharon A. Dragan, Esq. of Mason, Griffin & Pierson, Counsellors at Law

B. The contracts are awarded without competitive bidding as professional services in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law in regard to the professionals special knowledge as to municipal issues, which knowledge is particularly valuable to the Township.

C. A notice of this action shall be printed once in the official newspaper of

the Township of Alexandria.

D. A copy of this Resolution and each professional services contract shall be filed with the Alexandria Township Municipal Clerk, and be available there for public inspection.

**RESOLUTION 2017-016 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP PLANNER FOR THE TOWNSHIP OF
ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional planning services (“professionals”) during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

1. Township Professional Planner: David Banisch, P.P. of Banisch Associates Inc., 111 Main Street, Flemington New Jersey 08822

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints **David Banisch**, P. P., and Banisch Associates, Inc., licensed as a Planning Consultant PP/AICP in the State of New Jersey, as the Planning Consultant for the Township of Alexandria.
2. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
3. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time

period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.

4. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
5. The following rates are for professional planning services rendered to the Municipality for 2017:

Hourly Rates

| | |
|---|----------|
| Senior Licensed Professional Planner | \$153.00 |
| Principal Licensed Professional Planner | \$142.00 |
| Associate Licensed Professional Planner | \$126.00 |

Hourly Rates for Mediation and Litigation Matters

| | |
|---|----------|
| Senior Licensed Professional Planner | \$179.00 |
| Principal Licensed Professional Planner | \$166.00 |
| Associate Licensed Professional Planner | \$148.00 |

Reimbursable Costs

Printing and reproduction of maps and copies of reports (other than routine correspondence) by an outside vendor will be billed at cost.

In-house printing and reproduction of CD's, maps and copies of reports (other than routine correspondence) will be billed at charges indicated below.

| <u>Cost</u> | | | | |
|--|-------------------|--------------|--------------------------|-----------------|
| | <u>Paper Size</u> | <u>Color</u> | <u>Black & white</u> | <u>Blueline</u> |
| Printing and copying: | 8 ½ x11, 8 ½ x 14 | \$0.89 | \$0.09 | n/a |
| | 11 x 17 | \$1.79 | \$0.17 | n/a |
| Display exhibit (2'x3' mounted color): | | \$63.00 | | |
| CD's: | | \$10 each | | |

6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2017-017 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ENGINEER FOR THE
TOWNSHIP OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

2. Township Professional Engineer: Christian M. Kastrud, PE, CME, 1952 Route 22 East, Suite 104, Bound Brook, NJ 08805

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

7. That the Township hereby appoints Christian M. Kastrud, PE, CME, licensed as a Professional Engineer in the State of New Jersey, as the Township Engineer for the Township of Alexandria for the period January 1, 2017 through December 31, 2017.
8. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
9. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory

Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.

10. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

11. Fees for 2017 are as follows:

| | |
|--------------------|-------------------|
| Municipal Engineer | per hour \$110.00 |
|--------------------|-------------------|

12. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2017-020 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ATTORNEY FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

3. Township Attorney: Sharon A. Dragan, Esq., having her offices at Mason, Griffin & Pierson, 101 Poor Farm Road, Princeton, NJ 08540.

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

13. That the Township hereby appoints ***Sharon A. Dragan, Esq.*** as Municipal Attorney to provide legal advice and services in connection with general representation of the Township, and Sharon A. Dragan, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
14. The Township will pay \$6,120.00 a month which is estimated 40-45 hours per month and includes attendance at Township Committee meetings. The Township shall also reimburse the Attorney for out-of-pocket expenses such as: filing fees, overnight delivery, postage, and telephone expenses at the actual cost, but not travel. In the event that the Attorney is requested to assist in litigation matters, then the Township shall be billed at an hourly rate of \$175.00 per hour.
15. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
16. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
17. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
18. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2017-021 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A TOWNSHIP TAX ATTORNEY FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Tax Attorney: Martin Allen, Esq., 15 Mountain Boulevard, Warren, New Jersey 07059.

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints ***Martin Allen, Esq.*** as Municipal Tax Attorney to provide legal advice and services in connection with representation of the Township, and Martin Allen, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
 2. The Township will pay \$150.00 per hour to Martin Allen, Esq. for his services.
 3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
 4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
 5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
 6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.
-

**RESOLUTION 2017-022 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP AUDITOR FOR THE TOWNSHIP OF
ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

4. Township Auditor, William Colantano, Jr. CPA of Bedard, Kurowicki & Co., CPA’S, PC

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

19. That the Township hereby appoints William Colantano, Jr., licensed as a Certified Public Accountant in the State of New Jersey, as the Township Auditor for the Township of Alexandria for the period January 1, 2017 through December 31, 2017. Mr. Colantano will be responsible for the 2017 Annual Debt Statement, Completion of 2017 Audit, and the 2017 Annual Financial Statement
20. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
21. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
22. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a

contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

23. Fees for 2017 are as follows:

| Staff: | Hourly Rates: |
|-----------------------------------|-----------------|
| Shareholder | \$225.00 |
| Principal (Wm Colantano) | \$200.00 |
| Manager | \$115.00-130.00 |
| Senior | \$100.00 |
| Staff Accountant | \$75.00-95.00 |
| Para-Professional /Administrative | \$65.00 |

24. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2017-023 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL FOR AFFORDABLE HOUSING
AND OTHER MATTERS FOR THE TOWNSHIP OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

5. Township Professional-Attorney Jonathan Drill, 571 Pompton Avenue, Cedar Grove, NJ 07009

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

25. That the Township hereby appoints Jonathan Drill of Stickel, Koenig, Sullivan & Drill, LLC in the State of New Jersey, as the Township Special Counsel for the Township of Alexandria for the period January 1, 2017 through December 31, 2017.
26. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
27. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
28. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
29. Fees for 2017 are as follows:

| | |
|-----------------|-------------------|
| Special Counsel | per hour \$175.00 |
|-----------------|-------------------|
30. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2017-025 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING TOWNSHIP BOND COUNSEL FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Anthony J. Pannella Esq. of Wilentz, Goldman & Spitzer P.A., 90 Woodbridge Center Drive, Suite 900, Box 10, Woodbridge, NJ 07095

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints ***Anthony J. Pannella, Esq.*** as Municipal Bond Counsel to provide legal advice and services in connection with representation of the Township, and Anthony J. Pannella, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay for services rendered or in connection with each bond sale, a fee of \$4,000.00 plus \$1.50 per thousand dollars of bonds issued. Time relating to the review of the Official Statement will be billed \$90.00-\$150.00 an hour depending on the paralegal and attorney involved. For services rendered in connection with the preparation of each bond ordinance, a fee of \$450.00 for each single process ordinance and \$600.00 for each multipurpose ordinance. The fee for any temporary financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$1,250.00 for Bond Counsel’s approving legal opinion in connection with such financing and \$0.85 per thousand dollars of bond or tax anticipation notes or emergency notes issued.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a

contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2017-026 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A TOWNSHIP LABOR ATTORNEY FOR THE
TOWNSHIP OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Labor Attorney: Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs, LLC.,
5 Ravine Drive, PO Box 533, Matawan, NJ 07747

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints **Matthew J. Giacobbe, Esq.** as Municipal Labor Attorney to provide legal advice and services in connection with representation of the Township, and Matthew J. Giacobbe, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay \$150.00 per hour to Matthew J. Giacobbe, Esq. for his services.

3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2017-030 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL FOR THE TOWNSHIP OF
ALEXANDRIA**

WHEREAS, there exists a need for the performance of professional services, specifically special legal services, for the Township of Alexandria in connection with litigation and issues involving DeSapio Properties #Six, Inc. and Delaware River Tubing, which cannot be handled by the Municipal Attorney, during the period from January 1, 2017 to December 31, 2017; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by the Township are "professional services" as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. That the Township hereby appoints *Joseph C. Tauriello, Esq. of Mason Griffin and Pierson*, having its address at 101 Poor Farm Road, Princeton, NJ 08540, as Special Counsel for Alexandria Township to provide legal advice and services in connection with litigation and issues involving DeSapio Properties #Six, Inc. and Delaware River Tubing, as such services, or any other services, may be requested or required in that capacity.
2. The Township will pay \$175.00 an hour to Mason Griffin & Pierson for its services and shall enter into a mutually agreeable written compensation agreement reflecting such compensation with Special Counsel within (30) days of the date of this Resolution.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. A brief notice of the award of a Contract for Legal Services shall be published in the official newspaper as required by law within ten (10) days of this Resolution.

ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

Resolution 2017-019 Court Judge
Resolution 2017-024 Prosecutor
Resolution 2017-027 Municipal Public Defender
Resolution 2017-028 Zoning Officer
Resolution 2017-029 Phoenix Professional Agreement

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Resolutions numbered 2017-019, 2017-024, 2017-027, 2017-028, and 2017-029.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

**RESOLUTION 2017-019 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
APPOINTING A MUNICIPAL COURT JUDGE**

WHEREAS, the Township of Alexandria has previously established its Municipal Court as a Joint Municipal Court with Holland Township and Frenchtown Boro; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by the Municipalities and received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Judge;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position for the Delaware Valley Joint Municipal Court as a shared Court for a three (3) year term:

Municipal Court Judge – Hon. Joseph C. Novak

BE IT FURTHER RESOLVED that the Court personnel shall be compensated for their respective positions in accordance with the 2017 Salary Resolution & 2017 Salary Ordinance between the Township of Alexandria and the Delaware Valley Joint Municipal Court.

**RESOLUTION 2017-024 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
APPOINTING A MUNICIPAL COURT JUDGE AND PROSECUTOR**

WHEREAS, the Township of Alexandria has previously established its Municipal Court as a Joint Municipal Court with Holland Township and Frenchtown Boro; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by the Municipalities and received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Judge and Prosecutor for the calendar year 2017;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following persons are hereby appointed to their respective positions for the Delaware Valley Joint Municipal Court as a shared Court for calendar year 2017:

Municipal Court Judge – Hon. Joseph Novak, P.J.M.C

Municipal Prosecutor – Erik Peterson, Esq.

BE IT FURTHER RESOLVED that the Court personnel shall be compensated for their respective positions in accordance with the 2017 Salary Resolution & 2017 Salary Ordinance between the Township of Alexandria and the Delaware Valley Joint Municipal Court.

**R E S O L U T I O N 2017-027 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY FOR THE APPOINTMENT OF PUBLIC DEFENDER**

WHEREAS, there exists a need for a Public Defender in the Township of Alexandria for the Delaware Valley Joint Municipal Court; and,

WHEREAS, pursuant to the provisions of N.J.S.A. 19:44A-20.5, the Township

Committee has determined to award said contract as a fair and open contract; and,

WHEREAS, funds are or will be available for this purpose; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires the governing body of a contracting unit to publish a notice in a newspaper authorized by law to publish its legal advertisements, setting forth the nature, duration, service and amount of the contract where such contract is awarded for "professional services" without competitive bidding.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. That Scott M. Wilhelm is hereby retained as Public Defender for the Township of Alexandria for the year 2017.

2. The Mayor and Township Clerk of the Township of Alexandria are hereby authorized to enter into the contract with Scott Wilhelm of Winegar, Wilhelm, Glynn & Roemersma, 305 Roseberry Street, Phillipsburg, NJ 08865 for the legal services above specified, for a one (1) year term commencing January 1, 2017, and to be paid in accordance with the 2017 Budget.

3. The contract is awarded as a "professional service" under the provision of the Local Public Contracts Law because the specialized training, education, experience and specialized knowledge needed for this position and pursuant to a "fair and open" process as provided in N.J.S.A. 19:44A-20.4 et seq.

4. A notice of the award of this contract shall forthwith be printed once in The Hunterdon County Democrat, the official newspaper of the Township of Alexandria, authorized by law to publish the legal advertisements of the Township Committee of the Township of Alexandria, setting forth the nature, duration, service and amount of the contract, and further stating that this resolution and the annexed contract are on file and available for public inspection in the Office of the Clerk of the Township of Alexandria.

**RESOLUTION 2017-028 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO APPOINT A
ZONING OFFICIAL**

WHEREAS, the Township of Alexandria is in need of a Zoning Official, and;

WHEREAS, Mr. Michael Mullin is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED, effective this date the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, does hereby appoint **Mr. Michael Mullin** to the position of **Zoning Official** for the Township of Alexandria Salary to be paid according to the 2017 budget. This appointment shall take effect immediately. The Zoning Official appointment is a yearly appointment.

**RESOLUTION# 2017-029 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY
PHOENIX PROFESSIONAL AGREEMENT**

WHEREAS, the Township of Alexandria, County of Hunterdon, State of New Jersey is required to have Continuing Disclosure: and

WHEREAS, the Township CFO has reviewed the requirements and various firms that can provide such service: and

WHEREAS, it is in the best interest of the Township to properly maintain the disclosures and the Township of Alexandria has sufficient funds to pay for the annual fee;

NOW THEREFORE BE IT RESOLVED, that the Township of Alexandria hereby authorizes the agreement with Phoenix Advisors, LLC to provide Continuing Disclosure at an annual rate of \$950.00 for up to three (3) outstanding issues plus \$100.00 for each additional outstanding issue.

2017 Temporary Budget

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Resolution 2017-018.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

RESOLUTION 2017-018 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR 2017 TEMPORARY BUDGET

WHEREAS, N.J.S. 40:A4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2017 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year,

WHEREAS, the total appropriations in the 2016 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$2,440,839.00, and

WHEREAS, 26.25% of the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$640,720.00,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

| <u>Account Description:</u> | <u>Amount</u> |
|---------------------------------------|----------------------|
| <i>Mayor and Council: S&W</i> | <i>3,626.00</i> |
| <i>Mayor and Council: OE</i> | <i>787.00</i> |
| <i>Municipal Clerk: S&W</i> | <i>19,506.00</i> |
| <i>Dept. Municipal Clerk: S&W</i> | <i>1,100.00</i> |
| <i>Municipal Clerk: OE</i> | <i>5,250.00</i> |
| <i>MUNICIPAL WEB SITE</i> | <i>1,575.00</i> |
| <i>Financial Admin: S&W</i> | <i>13,000.00</i> |
| <i>Financial Admin: OE</i> | <i>5,000.00</i> |
| <i>Audit Services: OE</i> | <i>6,300.00</i> |
| <i>Rev Admin (Tax Col.): S&W</i> | <i>8,610.00</i> |
| <i>Rev Admin (Tax Col.): OE</i> | <i>2,100.00</i> |

| | |
|---|-------------------|
| <i>Tax Assessment: S&W</i> | <i>9,688.00</i> |
| <i>Tax Assessment: OE</i> | <i>656.00</i> |
| <i>Legal Serv (Lgl Dept): OE</i> | <i>27,900.00</i> |
| <i>Agricultural Commission</i> | <i>26.00</i> |
| <i>Historical Commission OE</i> | <i>131.00</i> |
| <i>Engineering Services: OE</i> | <i>8,000.00</i> |
| <i>Planning Board: S&W</i> | <i>1,026.00</i> |
| <i>Planning Board: OE</i> | <i>2,500.00</i> |
| <i>Zoning Board of Adj.: S&W</i> | <i>1,837.00</i> |
| <i>Zoning Board of Adj: OE</i> | <i>787.00</i> |
| <i>Construction Official (BUILDING DEPT)</i> | <i>22,181.00</i> |
| <i>Construction Official: OE</i> | <i>7,000.00</i> |
| <i>Zoning Officer: S&W</i> | <i>2,706.00</i> |
| <i>Zoning Officer: OE</i> | <i>157.00</i> |
| <i>General Liability Insurance OE</i> | <i>31,000.00</i> |
| <i>Worker Compensation Insurance</i> | <i>8,120.00</i> |
| <i>Employee Group Insurance</i> | <i>101,165.00</i> |
| <i>HEALTH INS O/S CAPS</i> | <i>661.00</i> |
| <i>MEDICIAL W PAYMENTS</i> | <i>7,087.00</i> |
| <i>Unemployment Insurance</i> | <i>1,500.00</i> |
| <i>COAH</i> | <i>3,150.00</i> |
| <i>Emergency Management: S&W</i> | <i>1,000.00</i> |
| <i>Emergency Management: OE</i> | <i>26.00</i> |
| <i>Aid to Volunteer Fire Companies</i> | <i>34,797.00</i> |
| <i>Fire Hydrants</i> | <i>231.00</i> |
| <i>Contrib to First Aid Org</i> | <i>26,286.00</i> |
| <i>FIRE PREVENTION S& W</i> | <i>2,300.00</i> |
| <i>FIRE PREVENTION O/E</i> | <i>26.00</i> |
| <i>Munic. Prosecutor's Office: S&W</i> | <i>1,076.00</i> |
| <i>Road Maintenance: S&W</i> | <i>115,000.00</i> |
| <i>Road Maintenance: OE</i> | <i>45,000.00</i> |
| <i>Snow Removal</i> | <i>24,575.00</i> |
| <i>Solid Waste Collection(Recycling): S&W</i> | <i>2,100.00</i> |
| <i>Solid Waste Collection: OE</i> | <i>2,848.00</i> |
| <i>Buildings and Grounds: S&W</i> | <i>1,572.00</i> |
| <i>Buildings and Grounds: OE</i> | <i>328.00</i> |
| <i>Pub Health (Bd of Health): S&W</i> | <i>945.00</i> |
| <i>Pub Health (Bd of Health): OE</i> | <i>525.00</i> |
| <i>Environmental Commission: OE</i> | <i>1,443.00</i> |
| <i>Celebration of Public Events OE</i> | <i>525.00</i> |
| <i>Electricity</i> | <i>7,500.00</i> |
| <i>Street Lighting</i> | <i>4,000.00</i> |
| <i>Telephone</i> | <i>4,000.00</i> |
| <i>Diesel and Gasoline Fuel</i> | <i>11,471.00</i> |
| <i>Pension</i> | <i>17,017.00</i> |

| | |
|--|-------------------|
| SOCIAL SECURITY | 15,750.00 |
| DCRP EMPLOYER SHARE | 400.00 |
| Municipal Court: S&W | 8,500.00 |
| Municipal Court: OE | 3,937.00 |
| Public Defender Salaries and Wages | 410.00 |
| SHARE OF HEALTH INSURANCE | 3,000.00 |
| Total Temporary Budget Before Debt Service: | 640,720.00 |
| Capital Improvement Fund | 25,000.00 |
| BOND PRINCIPAL | 189,050.00 |
| INTEREST ON BONDS | 96,493.00 |
| Note Interest | 12,577.00 |
| Total Temporary Budget Debt Service: | 323,120.00 |
| Total 2017 Temporary Budget | 963,840.88 |

| INTRODUCED | SECONDED | COMMITTEE | AYE | NAY | ABSTAIN | ABSENT |
|------------|----------|-----------|-----|-----|---------|--------|
| | | Abraham | X | | | |
| | X | Pfefferle | X | | | |
| X | | Garay | X | | | |
| | | | | | | |
| | | | | | | |

ANNOUNCEMENTS

The Alexandria **Board of Health** will *re-organize* at 7:15 PM, Wednesday, January 4, 2017 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. The regular monthly meeting will begin at 7:30 PM on January 4, 2017.

The Alexandria **Agriculture/Open Space Committee** will *re-organize* at 7:15 PM, Wednesday, January 4, 2017 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Planning Board** will *re-organize* at 7:30 PM, January 19, 2017, at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Board of Adjustment** will *re-organize* at 7:15 PM, Thursday, January 5, 2017 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Environmental Commission** will *re-organize* at 7:30 PM, Tuesday, January 24, 2016 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Park and Recreation Commission** will *re-organize* at 7:30 PM, Tuesday, January 10, 2017 at the Alexandria Municipal Offices, 242 Little York Mt. Pleasant Road, Milford, New Jersey. Their regular monthly meeting will follow immediately thereafter.

COMMENTS FROM THE FLOOR: *Limited due to time constraints*

None

MOTION TO ADJOURN:

Comm. Garay made a motion, seconded by Comm. Pfefferle to adjourn.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

Meeting Adjourned at 7:20 PM.

Respectfully Submitted:

Michele Bobrowski, RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Re-Org Meeting of January 4, 2017 and certify that said Minutes were approved unanimously by the Township Committee on the 8th day of February 2017.

Paul Abraham, Mayor

Dated: _____